



Human Resources

Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

Park Maintenance & Operations Technician Part-Time Davie County Recreation & Parks

Definition of Work: Performs general and technical support to staff. Assists the department with day-to-day operations of Community Park and facilities that includes performing maintenance, landscaping, cleaning and upkeep of park, recreation facilities, and equipment. Organizes a variety of recreation program services, inputting data, performing transactions, maintaining files and records. Work is performed under the general supervision of the Recreation and Parks Management team. Limited supervision is exercised over volunteers and independent contracted services and instructors. Regular, predictable, full attendance is an essential function of the job.

Essential Functions:

- Performs duties in accordance with the County of Davie mission, vision, and values; encourages and promotes a culture of excellent customer service.
- Performs routine maintenance and housekeeping tasks for athletic programs, events, and facility utilization.
- Operates grounds maintenance equipment as required including utility vehicle(s), pressure washer, weed eater, backpack blower, various hand power tools; assists in the basic and preventative maintenance of any department owned equipment.
- Performs field grooming, and field lining in preparation for DCRP programs, reservations and leases.
- Performs facility-disinfecting duties in accordance with COVID-19 compliance and guidelines.
- Follows safety precautions in performance of duties; uses traffic safety devices including cones, signs, and barricades, when necessary.
- Performs COVID-19 emergency and risk management execution for programs, events, and facility usage.
- Provides information about programs, park operations, rules, and regulations through communication via telephone, in person, and in written form.
- Collects money and makes change for various programs, reservations, and park amenities; keeps accurate records of financial transactions received.
- Performs opening and closing procedures for facilities, and reports any maintenance issues.
- Maintains accurate records of attendance for facility programs, events and park visitation; provide needed equipment and monitoring usage.
- Assists with set up, breakdown and general execution of county programs, events and rentals facilitated by the department.
- Adheres to assigned work schedule as outlined in the Department and County Personnel Policy.
- Performs other duties as assigned or required.

Physical Requirements: Work requires the frequent exertion up to 10 pounds of force and occasional exertion up to 50 pounds of force. Work regularly requires standing, walking, and using hands to fingers, handle or feel; frequently requires sitting, speaking or hearing, pushing or pulling and lifting and occasionally requires climbing or balancing and stooping, kneeling, crouching or crawling.

Education and Experience: Graduation from high school and Associate's degree from college or university or with major course work in community recreation, landscaping, construction, maintenance or communications. Work experience in customer service or maintenance preferred.

Special Requirements: Possession of or ability to obtain a pesticide license within one year of employment Possession of CPR and First Aid certification preferred. Valid driver's license in the State of North Carolina. Schedule includes days, evenings, weekends, and holidays as needed.

Salary: \$10.05-11.05 /hr

Apply online at www.daviecountync.gov

DavieCountyNC.gov  

Davie County is an Equal Opportunity Employer.

Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.

